

Workplace Alaska

Class Specification PFD Specialist II

Created:
05/20/1997 by Rachel Wilson
Finalized on:

AKPAY Code: P1219
Class Outline Cat: B
Approved by:

Class Code: PF0137
Class Range: 18
Class Status: Active

Category: Professional
Original Date: 06/01/1984

Class Title: PFD Specialist II
Use MJR Form: Standard

Original Comments:
ORIGINAL

Subsequent Revision Dates/Comments:

07/01/91 - PFD Specialist IV was abolished effective 12-31-87. Complete revision (CM/NC)
06/16/2000 - Rev: Title and MQ change to transition from PFD Technician series (KP-Rev).
06/01/2006 - Complete series revision; PFD Study (DLarocque)
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

Last Update: **EEO4:** B **SOC:** 43-4061 **Census:** 02

Last Update Comments:

Definition:

Permanent Fund Dividend (PFD) Specialists II is the advanced professional level in the series. Incumbents are either 1) subject matter experts with no supervisory authority who perform professional advanced level work in assigned program areas directly related or in support of the Permanent Fund Dividend (PFD) Program or 2) are full managers responsible for the administration of one or more program areas.

Distinguishing Characteristics:

PFD Specialist positions perform a variety of work in support of the PFD Program in areas such as initial review, final review, appeals, or Dividend Information Office services. Positions may be assigned work primarily in one or a combination of these areas.

The PFD Specialist II is the advanced level in the series and is responsible for managing programmatic areas or conducting major projects. The scope of authority is broad with incumbents planning, organizing, directing and controlling the resources of a single unit consisting of professional level staff, or multiple units or regional offices. Positions may serve as PFD Specialist II under one or two options:

Option 1: Serve as an advanced specialist with no supervisory authority that regularly and consistently plans, manages and conducts major projects or complex assignments that involve a wide variety of variables and effects.

Option 2: Serve as manager of a single unit that includes professional level staff or section manager over multiple program areas or all DIO regional offices.

PFD Specialist II is distinguished from the PFD Specialist I by the PFD Specialist II's journey level work in a narrowly defined specialized area or the supervisory rather than full managerial and administrative responsibility for a single unit.

Examples of Duties:

Manager:

Work closely with departmental programming staff to develop customized computer program for the division's work. Approve changes to the data processing systems, procedures and operations for the section.

Manage, direct, and coordinate the work of a single unit consisting of professional level staff.

Manage, direct, and coordinate the work of multiple units or regional offices.

Manage the section activities including data collection and analysis, reporting, planning, program evaluation and service delivery modification.

Oversee administrative matters for the section such as budgeting, fiscal control, and personnel management; identify, develop, recommend, and oversee solutions to administrative issues affecting program performance.

Assist with development, formulation, presentation and execution of the section's budget.

Provide briefings to the sections or supervisors on the status of program matters.

Evaluate the effectiveness of existing and proposed systems and prepare reports for deputy director.

Serve as senior departmental program advisor for the assigned program areas; liaison between this and other departments, public and private agencies, and individuals.

Review and approve changes to rules/procedures and guides (training material) pertaining to the functional areas in section.

Analyze, develop, and make determinations for quality control and production. Approve internal controls recommended by subordinate supervisors.

Review proposed legislation and its affect on the division's functions and develop internal procedures for implementation of new legislation.

Respond to and/or draft responses to inquiries from state and federal legislators and their staff regarding complaints, investigations, and requests for information.

Specialist:

Plan and evaluate the information technology needs of the dividend program. Analyze the current system's hardware, software, and logic. Make recommendations to the Director concerning the reliability and viability of the system as it relates to information technology. Participate with the development and implementation of changes to the system.

Prepare regularly scheduled and ad hoc reports; identify sources of information, reliability of data, and overall utility; compile and analyze historical and current available data; prepare reports including statistical information in chart and graph format and narrative explanations; arrange for printing and for electronic posting and distribution.

Knowledge, Skills and Abilities:

Considerable knowledge of organizational structures, workflow, staffing plans, forms, and procedures.

Considerable knowledge of office practices and procedures.

Considerable knowledge of supervisory, management, and training principles and techniques.

Considerable knowledge of investigative practices, rules of evidence and administrative hearing procedures.

Considerable knowledge of standard laws, regulations, policies, procedures, precedent and terminology.

Considerable knowledge of interviewing and investigative techniques to obtain factual information.

Skill in obtaining and analyzing factual information to develop and present logical conclusions in oral and written form.

Ability to apply practices, methods and techniques related to identification of developmental training needs of an organization and staff.

Ability to comprehend, interpret, explain and properly apply the laws, regulations, policies and procedures.

Ability to present testimony at an administrative hearing.

Ability to identify and recommend changes in laws, regulations, policies and procedures.

Ability to perform legal research and prepare written post-hearing briefs.

Ability to maintain composure and use diplomacy and tact when dealing with applicants, the public, and representatives from other agencies.

Ability to evaluate oral and written evidence and draw logical conclusions.

Ability to communicate effectively with others, both verbally and in writing.

Minimum Qualifications:

A bachelor's degree or the equivalent from an accredited college.

And either:

One year of experience as a PFD Specialist I with the State of Alaska

Or

Two years of technical lead or supervisory experience examining, auditing, and researching documents and explaining policies, procedures, services or requirements in support of an agency or program. The required experience includes work such as PFD Technician III or IV, Human Resource Technician III, Retirement and Benefits Technician III, Tax Technician IV, or Regulations Specialist II with the State of Alaska or the equivalent with another employer.

Or substitution:

Five years of journey level technical experience, researching and auditing documents and explaining policies, procedures, services or requirements to provide technical information in support of an agency or program.

Or substitution:

Any combination of experience and post secondary education may substitute for the required bachelor's degree (3 semester hours or 4 quarter hours equals one month of work experience).

There is no substitution for the required experience.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

Minimum Qualification Questions:

Do you have a bachelor's degree or the equivalent from an accredited college?

And

Do you have one year of experience as a PFD Specialist I with the State of Alaska

Or

Do you have a bachelor's degree or the equivalent from an accredited college?

And

Do you have two years of technical lead or supervisory experience examining, auditing, and researching documents and explaining policies, procedures, services or requirements in support of an agency or program? The required experience includes work such as PFD Technician III or IV, Human Resource Technician III, Retirement and Benefits Technician III, Tax Technician IV, or Regulations Specialist II with the State of Alaska or the equivalent with another employer.

Or Substitution:

Do you have five years of journey level technical experience, researching and auditing documents and explaining policies, procedures, services or requirements to provide technical information in support of an agency or program? The required experience includes work such as PFD Technician II, Human Resource Technician I, Retirement and Benefits Technician II, Tax Technician III, Regulations Specialist I, Business Registration Examiner, or Occupational Licensing Examiner with the State of Alaska or the equivalent with another employer.

Or Substitution:

Do you have four years in any combination of education from an accredited college (3 semester hours or 4 quarter hours equals one month of work experience) and work experience researching and auditing documents and explaining policies, procedures, services or requirements to provide technical information in support of an agency or program? The experience includes work such as PFD Technician II, Human Resource Technician I, Retirement and Benefits Technician II, Tax Technician III, Regulations Specialist I, Business Registration Examiner, or Occupational Licensing Examiner with the State of Alaska or the equivalent with another employer.

And

Do you have one year of experience as a PFD Specialist I with the State of Alaska?

Or Substitution:

Do you have four years in any combination of education from an accredited college (3 semester hours or 4 quarter hours equals one month of work experience) and work experience researching and auditing documents and explaining policies, procedures, services or requirements to provide technical information in support of an agency or program? The experience includes work such as PFD Technician II, Human Resource Technician I, Retirement and Benefits Technician II, Tax Technician III, Regulations Specialist I, Business Registration Examiner, or Occupational Licensing Examiner with the State of Alaska or the equivalent with another employer.

And

Do you have two years of technical lead or supervisory experience examining, auditing, and researching documents and explaining policies, procedures, services or requirements in support of an agency or program?

There is no substitution for the required experience.